

# **INSTRUCTIONS FOR ADDITION**

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**The following is a list of mandatory information required to obtain a Building Permit for AN ADDITION/DECK**

- 1. Fill out the Building Permit application completely, date and sign.**
- 2. A copy of the plot plan showing the proposed addition.**
- 3. Submit a copy of the contractors Home Improvement Contractors Registration number (HIC).**
- 4. A form U-Verification form must be signed by Conservation, and the Board of Health (if on septic system).**
- 5. Assessors map and parcel must be on permit application and on U-Form.**
- 6. Fill Workers' Compensation Insurance Affidavit.**
- 7. Fill Debris Disposal Form.**
- 8. Fill Homeowner License Exemption form if applicable.**